

Boards, Commissions, Committees, Agencies

All members are appointed by the Mayor and confirmed by the Common Council

Affirmative Action Monitoring Committee

([Human Relations Department](#))

Chapter 74, Section 74-14 (D) of the Middletown Code of Ordinances.

A five-member bipartisan committee who are not City employees, but residents of Middletown, to monitor the City's efforts in affirmative action. They serve a 3-year term.

Board of Ethics

([City Attorney's Office](#))

Chapter 40, Article II of the Middletown Code of Ordinances.

The committee has five regular and two alternate members with no more than three regular and one alternate of the same political party, electors of the City, not an employee or official of Middletown, not the Chair, Vice Chair, or Treasurer of a political party, has no claim pending against the City and has no contractual relationship with the City, shall have the power and duty to give advisory opinions, to investigate or hear complaints concerning unethical conduct as to any official or employee of the City. They serve a 5-year term.

Board of Health

([Health Department](#))

Chapter 14, Article X of the Middletown Code of Ordinances.

Five electors of the City of Middletown and two members of the Common Council to perform the duties of a board of health as required by law, shall make recommendations to the Common Council for enactment of ordinances pertaining to the health Department and matters pertaining to preserving and improving the public's health. They serve a term of four years.

Cable Advisory Committee

(Northern Middlesex County)

CT General Statutes, Title 16, Chapter 289, Section 16-331(b)

The Committee is established by regulation or the Cable Television Franchise Area and consists of six residents, meets at least bi-monthly and may give advice to the management of the cable television company upon such matters affecting the public as it deems necessary. They file a report annual with the Public Utilities Commission for the preceding 12-month period. They serve a term of two years.

Citizens Advisory Committee

([Planning, Conservation and Development](#))

Resolution, established in the Citizen Participation Plan

A fifteen member committee, representing various aspects of the Middletown population and including two members of the Common Council, and advise in the affairs of the Community Development Block Grant Program (CDBG) as authorized by the Housing and Community Development Act of 1974. They serve a term of four years.

Committee Concerning People with Disabilities

([Human Relations Department](#))

Resolution, 1989 and as substituted in 1990 and amended in 1996

A nine member committee of Middletown citizens with the charge of identifying special needs of people with disabilities in the community, making recommendations for action and evaluating the success of past community efforts directed toward that goal. They meet at least once per month and report to the Mayor and Common Council. A member is appointed and sits on all building committees. They serve a term of five years.

Conservation Commission[\(Planning, Conservation and Development\)](#)

Chapter 14, Article VII of the Middletown Code of Ordinances

An eleven regular members and two alternates committee of residents or people employed within the City of Middletown who shall perform such duties as are required and permitted of a municipal conservation commission as provided in CT G. S. Section 7-131a, as amended. They serve a term of five years.

Contract Compliance Board[\(Purchasing/Finance\)](#)

Chapter 26, Section 26-10 of the Middletown Code of Ordinances

The Committee consists of three electors, to include two members of the Common Council not of the same political party, one of whom shall be designated Chair by the Mayor; the third committee member serving shall be a member of an organized trade labor group. The Committee determines whether a contractor is in compliance and shall report to the Mayor and Common Council its recommendations as to corrective action required of the contractor or whether the contractor should be terminated. The committee works with the Purchasing Agent who provides assistance. They serve a term of two years.

Harbor Improvement Agency[\(Water and Sewer Department\)](#)

Chapter 5, Article III of the City of Middletown Code of Ordinances

A nine member committee, including two Council members, one from each party and not more than five of whom shall be registered members of the same political party and shall function in accordance with C. G. S. Section 22a-113k as the City of Middletown's Harbor Management Commission; the agency shall initiate and implement in cooperation with appropriate City agencies, plans, specifications and estimates for the full development and beautification of the waterfront area along the banks of the Connecticut River. The Agency shall prepare a Harbor Management Plan for the most beneficial use of the harbor management area for recreational, commercial, and other purposes; the Agency shall advise and assist in the coordination of all public and private agencies, departments, commissions and other organizations that provide a service or function affecting the Harbor management area and adjoining waterfront. They serve a term of three years.

Health Citation Hearing Officer[\(Health Department\)](#)

Chapter 178, Section 178-23 of the City of Middletown Code of Ordinances

One person to conduct the hearings authorized by Chapter 178, Article II. Enforcement; Fines for Housing Code Violations of the City Code of Ordinances; the appointee shall not be a City employee and serves without compensation. The person serves a two-year term.

Housing Authority[\(Middletown Housing Authority\)](#)

CT G. S. Title I, Chapter 128, Sections 8-38 through 8-119yy

A five person committee who are residents of the municipality as commissioners of the authority. Their authority is within the municipality for which the authority is created. The Middletown Housing Authority performs the duties as outlined in the State Statute and oversees the dwelling accommodations in the municipality available to families of low income rentals. They serve a term of five years.

Human Relations Commission[\(Human Relations Department\)](#)

Chapter 14, Article I of the City Code of Ordinances

A nine member committee of residents or people employed in the City of Middletown who work to foster mutual understanding and respect, ensure quality of treatment and equality of opportunity among all racial, religious, and ethnic groups; they cooperate with government and nongovernmental agencies and organizations having a similar function and may study the problems of prejudice, intolerance, bigotry, discrimination as well as receive complaints of racial religious and ethnic group tensions, prejudice, intolerance, bigotry and discrimination against any person, groups

of persons, organizations or corporations and may refer such complaints to the proper agency having jurisdiction in the particular matter. They may recommend to the Common Council, legislation to aid in improving or strengthening programs to accomplish equality of opportunity and the elimination of prejudice, intolerance, bigotry, and discrimination. They serve a term of three years.

Inland/Wetlands and Water Courses Agency

([Planning, Conservation, and Development](#))

Chapter 5, Article II of the City Code of Ordinances

The agency is made up of ten regular members and five alternate members and shall have all the power and duties conferred upon municipal inland wetlands and watercourses agencies by the CT General Statutes as amended. They are authorized to adopt and amend and change regulations pertaining to inland/wetlands and watercourses located with the City of Middletown. The regular members serve a term of three years while the alternate members serve a term of five years.

Juvenile Review Board

([Youth Services Department](#))

Chapter 14, Article XIII of the City code of Ordinances

The Board has no fewer than nine nor more than fourteen members including specific representation, including the Youth Division of the Police Department, the Board has the authority as conveyed and deemed appropriate by the Police Department to receive, review for disposition, assess and compile treatment planning for all juvenile cases. The Board focuses on referring juvenile offenders to a network of community-based agencies that provide services such as anger management, family counseling, substance abuse education, community service opportunities and collaborates with the local school system for tutoring or special education services. They work on truancy prevention. They serve a term of three years.

Long Hill Estate Authority

([Long Hill Estate, Deborah Moore, Executive Director](#))

Chapter 9, Article IV of the Code of Ordinances

A nine member Authority to administer, operate and maintain the Long Hill Estate including structure and land including setting policy, use and development of park facilities, to adopt an annual budget for the administration, and to appoint or dismiss an executive director. There is a two successive term limits of three years each on this authority.

Middletown Preservation and Design Review Board

([Planning, Conservation and Development](#))

Chapter 14, Article VIII of the Code of Ordinances

An advisory board consisting of nine members who create guidelines for and when requested review designs for exterior designs in business zones. They advise the Planning and Zoning Commission and Redevelopment Agency regarding this. They are the keeper of historic easements held in the City. They may perform duties required of a municipal preservation board and make recommendations concerning issues of preservation of architecturally and historically significant artifacts, buildings and streetscapes. They serve for a term of three years.

Park and Recreation Commission

([Park and Recreation Department](#))

Chapter 14, Article XI of the Code of Ordinances

A seven member committee with two Common Council Members and five electors of the City of Middletown, with not more than three of the same political party. The commission advises the Director of the Parks and Recreation Department and makes recommendations concerning the department to the Mayor and Common Council. It is advisory in nature and has no direct authority to administer the department. They serve for a term of five years.

Parking Advisory Committee

([Parking Department](#))

Chapter 31, Article IX of the Code of Ordinances

A committee consisting of seven members who live work or own a business in the downtown Middletown Parking District or a paid representative of an owner or business in the district along with two Common Council members, one from each political party. Not more than 3 of the members shall be registered in the same political party. The Committee plans, implements and manages the downtown parking infrastructure to ensure adequate available parking spaces to downtown customers, employees, and residents. They serve for a term of three years.

Parking Violation Hearing Officers

([Parking Department](#))

CT G. S. Title 7, Section 7-152 (b)

Chapter 285, Section 285-5 of the Code of Ordinances

Four parking violation hearing officers who are empowered to hear appeals from the issuance of parking violation citations and may take other actions in processing parking violations as authorized by state statutes and City ordinances and regulation. The hearing procedure is set by City ordinance. They serve a term of two years.

Planning and Zoning Citation Officer

([Planning, Conservation, and Development](#))

Chapter 223, Section 223-5 of the Code of Ordinances

The hearing officer shall conduct hearings as authorized by this Section of the Code of Ordinances. The Officer may not be a City employee and serves without compensation. They serve a term of two years.

Public Safety Telecommunications Commission

([Central Communications Department](#))

Chapter 161, Section 161-19 of the Code of Ordinances

([Police Department](#)), ([Portland First Selectwoman](#))

([Middletown Fire Department](#)), ([South Fire District](#)), ([Westfield Fire District](#))

A ten member commission including the Fire Chief of each fire district, the Police Chief, the director of Emergency Management, and the director of Central Communications shall be ex officio members and the regular members shall be a representative of the Middletown Fire District, Westfield Fire District, and South Fire District as well as one member representing the Town of Portland. The commission consults and advises the Fire Chiefs, Police Chief, and the director of Central Communications along with the Superintendent of Alarms to review operation and maintenance of the fire alarm system and central communication services. They serve a term of three years.

Records Management Committee

Chapter 14, Article XIV

Permanent Commission of City officials and employees who establish priorities, standards, guidelines, and procedures to manage the City's records to comply with State-mandated retention schedules and to preserve documents of historic value. The Commission is made of the Mayor or his/her designee, Town Clerk, Finance Director or designee, employee of Finance with grant writing experience, Information Technologies Director, Public works Director, Russell Library Director, Emergency Management Director, and City Attorney.

Redevelopment Agency

([Planning, Conservation, and Development](#))

CT G. S. Title 8, Section 8-126

Chapter 5, Article IV of the code of Ordinances

A sixteen member agency of electors within the City of Middletown whose duties will be found in the Connecticut General Statutes, Section 8-126 as amended. They serve a term of five years.

Resource Recycling Advisory Council

([Public Works, Recycling Coordinator](#))

Chapter 14, Article XVIII of the Code of Ordinances

A twelve member committee of residents who serve in an advisory capacity to improve waste reduction, reuse and recycling in the City and will assist with the development and implementation of City-wide resource conservation and sustainability programs. They serve a term of five years.

Retirement/Pension Board[\(Finance Department\)](#)

Chapter 74, Section 74-33

An eight member board including two Council members one from each political party, the Director of Finance, three citizens of Middletown, one of who shall be a member of the retirement system elected by the members thereof, one board member shall be James M. Reynolds and upon his separation with the Board, the member seat shall revert to a citizen of the City of Middletown and the Mayor as ex officio. They make bylaws and regulations not inconsistent with law, federal or state as amended, City Charter, Code of Ordinances and employ actuarial, medical, clerical and other services necessary for the proper operation of the retirement system to carry out the purposes for which the retirement system was created. The Board is the Trustee and has control and management of the system. They serve a term of five years.

Russell Library Board of Trustees[\(Director, Russell Library\)](#)

Russell Library Bylaws

Six residents of the City sit on the Russell Library Board of Trustees; the Board oversees the administration of the Library including hiring staff and its Director and Assistant Director.

Sanitary Disposal District Commission[\(Public Works Department\)](#)

Chapter 14, Article XII of the Code of Ordinances

A five member commission of electors of the City residing within the boundaries of the Sanitary Disposal District as set out in Section 253-19 of the Code of Ordinances. They will oversee refuse collection within the district, adopt bylaws, monitor the collection of fees and payment of expenses and prepare an annual budget for the fiscal year. They serve a term of five years.

Senior Services Commission[\(Parks and Recreation Department\)](#)

Chapter 14, Article III

An eleven member commission including two members of the Common Council, one from each political party. The Commission shall study the needs of the elderly and sponsor, initiate and coordinate programs for them. It will analyze the services for the aged provided by the community and make recommendations regarding the development and integration of those services. They serve a term of three years.

Standardization and Specification Committee[\(Mayor's Office\)](#)

Chapter 79, Section 78-3

A committee of three individuals consisting of the mayor or designee, as Chair, director of a City department and the Director of Finance or designee whose duty will be to review and approve where appropriate all request for standardization, sole source and proprietary items up to \$7,500; they will review bid waiver requests prior to submission to the Common Council and recommend to the Council concerning those request(s).

Transit District[MAT \(Middletown Area Transit\)](#)

CT G. S. Title 7, Chapter 103a, Section 7-273c

A six member committee of residents who adopt bylaws and rules for the conduct of the affairs of the district. They serve a term of four years.

Urban Forestry Commission[\(Water and Sewer Department\)](#)

Chapter 277, Section 277-3

A seven member commission of residents of the City, including the City Forester and directors from appropriate departments who serve ex officio. The commission advises and consults with the City Forester on any matter in Chapter 277. Trees of the Code of Ordinances. They serve a term of three years.

Walter C. Jones Fund

([Human Relations Department](#))

Chapter 14, Article II

A three member committee of electors of Middletown who will have the sole authority in the administration of the Walter C. Jones Fund. They serve a term of five years.

Water Pollution Control Authority

([Water and Sewer Department](#))

Chapter 9, Article I

CT G. S. Title 7

Water, Chapter 102, Sections 7-234 – 7-244a

Sewer, Chapter 103, Sections 7-245 – 7-273a

A seven member committee, including two Council members, one of each political party and five residents and users of the City's water and sewer system who oversee the management of the Water and Sewer Department. They serve a term of five years.

Youth Services Advisory Board

([Youth Services Department](#))

Chapter 14, Article IV

The Board is made up of representatives from public agencies with statutory responsibility for youth and private sector organizations representing community social institutions of not fewer than 11 nor more than 13; the membership includes the Mayor, two members of the Common Council, one from each political party, superintendent of Schools, Middletown Police Department, a member under the age of 21, a representative of the school system, a representative of a private youth-serving agency, a representative of a public youth-serving agency, and two members interested in youth services and are not paid to provide services and reside or be employed in Middletown. The Board will promote and strengthen services to Middletown youth and families. They serve a term of three years.

Zoning Board of Appeals

([Planning, Conservation and Development](#))

Chapter VIII, Section 2 of the City Charter

CT G. S. Title 8, Chapter 124, Section 8-5

A five member, three alternate board of electors of the City and not members of the Zoning Commission and will hear and decide appeals of decisions made by the official charged with zoning enforcement including special exceptions and special exemptions under CT G. S. Section 8-2g. They serve a term of five years.
